IMMEDIATE JOB OPENING: RESEARCH ASSISTANT
Theory and Education Program

The Global Development and Environment Institute (GDAE), an interdisciplinary research institute affiliated with Tufts University and the Fletcher School of Law and Diplomacy, is seeking an undergraduate research assistant to work part-time during the 2015-2016 school year.

POSITION DESCRIPTION
The research assistant will work with the Research Coordinator on updating research and basic graphic design materials for the economic and environmental education texts published by the Theory and Education department at GDAE. In addition, they will help to prepare and organize GDAE’s Social Science Library Project (a project developed in conjunction with the United Nations Decade for Education for Sustainable Development) through which educational resources are distributed to university libraries in developing countries around the world.

This is a paid position with a flexible 5-12 hours/week.

QUALIFICATIONS:

- Experience in designing and manipulating Excel spreadsheets and charts
- Experience with PowerPoint draw function and/or Adobe Illustrator or Photoshop
- Strong writing and organizational skills
- Background in economics desirable
- Ability to work independently

TO APPLY:
Interested students should send a short email cover letter and resume to Mitch Stallman at SSL@tufts.edu. Please indicate if you have work-study funding in the email. Applications will be considered on a rolling basis.